



ACQUISITION AND  
TECHNOLOGY

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON DC 20301-3000



JAN 26, 1998

DP/CPA

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Reporting of Undefined Letter Contracts in the  
Defense Contract Action Data System (DCADS)

A recent Department of Defense Inspector General report (Number 97-204) highlighted inaccuracies in the data in the DCADS on the definitization of letter contracts. After reviewing the report and supporting information provided by the Inspector General, I have concluded that further measures to improve the accuracy of this data are warranted. Accordingly, the Directorate for Information Operations and Reports (DIOR) will begin notifying reporting offices of open letter contracts in the DCADS data base undefinitized for more than six months and requesting correction of any inaccurate information in the data base. I anticipate that this process will significantly improve the accuracy of this portion of the DCADS information.

Please notify your contracting organizations of the establishment of this process and ensure that they cooperate with DIOR in its execution.

My point of contact on this procedure is Mr. Carl Brotman, [brotmac@acq.osd.mil](mailto:brotmac@acq.osd.mil), (703) 697-8336, DSN 227-8336, fax (703) 614-12-54.

Eleanor R. Spector  
Director, Defense Procurement

DISTRIBUTION:

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